



High Flyers Prospectus

Welcome aboard everyone, to High Flyers out of school club. We do hope you find all the information you need right here, but please contact us if you have anything that you want know.

High Flyers was founded by Alison Ighani after shortly moving to Adderbury and saw a need for more child care facilities in the community. With the help and support of the local council and the head of Christopher Rawlins School, High Flyers was born. The name comes from my flying background and our vision that every child can achieve great things given the right environment to fly.



High Flyers Oxford LTD (last updated May 2017)

Our vision

We provide excellent quality, OFSTED approved out of school care for the community, with the children being at the heart of everything we do.

This is an exciting place to come after school where the children will find lots of activities, games and crafts that they can take part in. In our themed terms we do things like painting, cooking, dancing and making things. In fact the children tell us what things they like doing and we respond to their requests. That is how a children's play setting should be.

Opening Times and Fees

SESSIONS AVAILABLE

Morning Breakfast	£3.75	8.00am until School
Half a session 'After School' until 4.30pm	£6.50	School until 4.30pm
Full session 'After School' until 6.00pm	£12.50	School until 6.00pm
Full week of full sessions	£55.00	

Registration and Bookings

If you are interested in your child attending our fun provision you will need to complete a registration form.

Once you have completed your child's registration form, you can make a regular termly booking, paid in advance. Both forms are available on High Flyers website, school website or from your schools reception.

We pride ourselves on being as flexible as possible. As long as your child is registered with us we will accept last minute bookings, if there is space available. You even can call us on the day if needed, we just ask you call school and let their teacher know.

We ask for payment before the start of term for all confirmed bookings. Payment details will be on your invoice.

We accept cash, Barclays Pingit 07766 290242, Child care vouchers and On Line Banking to: High Flyers Oxford Limited, Barclays Bank PLC SC 20 03 84 A/N 83967069 please use your child's name/ invoice number as a reference.

Arrival and Departure

Our Before and After School Clubs are situated within the school. The advantage of having the setting at school, is that the children are in a familiar environment

The children will be escorted to or from their respective classes by a member of staff at the start/end of the school day. We will be able to collect children from other after school clubs or activities that are held on school site. Please could you advise us of the time/ activity as any changes to arrival and collection time should be notified to us in writing.



When delivering or picking up children, you are welcome to use the staff car park. Please deliver your child to the door when dropping them off at breakfast to ensure that you sign your child in/out. When a parent/carer or other adult identified on the registration form is unable to collect their child, we must be informed beforehand, as the children will not be allowed to leave the premises with persons unknown. If a parent nominates an unknown representative to collect the child from us, we must be informed of the name of the chosen representative, their relationship to the parents or child and sufficient additional information to ensure that our security systems are not compromised.

The children must be collected by 6.00pm. Please call us if you think you will be late and we can try to work out the best

solution. A charge of £5 per 15 minutes, or part thereof, will be charged if parents/carers are late.

If your child is not collected at the agreed time and the parent/carer has not advised the club of any delay, we will phone all of the emergency numbers you have given us on the 'registration form'. If we have no contact by 6.15, we will make a decision to start our 'Late collection procedure'. We hope it never comes to that.



Play

This is what children do best! This is what we encourage as children have a right to play freely. We do plan activities, great adult led activities actually, some children love doing these, some children take our idea and improve on it. That's what makes High Flyers magical to all the children.

Seeing the children play freely, giggling, believing what they are playing, as we used to do is what inspires me to do what we do. I feel honoured to have such pleasure.

There are lots of websites now of how to 'play' but if you are looking for ideas to do at home please ask any one of us, we would love to share some ideas with you.

Please feel free to donate any old toys, Lego, dolls or dressing up, new toys evoke their imagination.

We also would love donations of loose parts: These are things/ everyday items that are not necessary toys but a child using their imagination can have lots of fun with things like: recycling, blankets, shells, tyres, household items, pots and pans, material, old mobile phones or key boards.



Food and drink

On arrival all children will be offered fruit and a drink, but on occasion we do have treats too. We encourage children to drink water but we have other alternatives, which they can help themselves to any time during the session.

A light tea is served at 4.30pm. We provide a variety of healthy foods for your child. These include food like pasta, sandwiches, wraps, and hotdogs, along with fruit, vegetables and salad. We encourage the children to help with meals times to make them more independent and support good manners.



Health and Safety

Health and Safety is paramount at the Club. Safety, security and trust are the fundamentals of happiness which is why we go to great lengths to make sure your child feels safe and secure.

We have a number of policies that are reviewed annually, that we adhere to. Regular risk assessments are conducted to ensure that the children and staff are kept safe. The children are also involved in the risk assessment reviews and we regularly have health and safety talks, on a number of topics.

We hold regular fire drills, whereby the staff and children are made aware of the appropriate action to be taken, should a fire occur. All our staff are suitably trained and receive a thorough induction. We will encourage staff to take advantage of further training that we feel may be appropriate for their role.

Our Crew

Everyone that works at High Flyers, are kind in nature and have the relevant experience and/or qualifications to nurture children.

All staff are Paediatric First Aid trained, as we feel very strongly that the first responder to any incident can take care of your child. Our first aid box and accident book

conform to Ofsted regulations, and we have a set procedure for informing parents/carers of all accidents etc., that occur during our care. Also all staff are DBS checked and any visitors, following our strict visitors policy and are never left unattended.



Child Protection

We have a 'Child Protection Policy' which is reviewed annually. It is our duty to know and follow the necessary procedures for reporting any suspected abuse. All staff are aware of the signs and symptoms of all types of abuse and know the procedure to carry out in these circumstances. If you as a parent have concerns about any child or member of staff, please contact our named safeguarding officer Alison Ighani.

We take the wellbeing of the children very seriously and ask that when you do collect your child that you do not use your mobile phone. Thank you

Complaints

If you have a complaint please feel that you can discuss this with us at any time and we will try and work together to rectify it. We have a complaints policy and also a suggestion box for you to put forward your ideas.

If it is not remedied and you feel dissatisfied you can make a formal complaint to Alison Ighani Tel: [07766 290242](tel:07766290242)

Before children attend, parents are required to accept our terms and conditions and to complete both a registration and booking forms.



Most importantly, the children enjoy coming. We want them to come to have a play date with their friends, and to enjoy things that they may not necessarily get to do at home.

We hope the above information is useful to you and if you have any further questions please do not hesitate to contact any one of us.

Phone 07766 290242 email: highflyersclub@hotmail.co.uk



We hope to see you soon.